

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-119

PAGE
NO.

1.

Requesting Agency

SOMERSET COUNTY

2. Division or Bureau of Requesting Agency

TREASURER

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. CASH RECEIPTS AND DISBURSEMENTS JOURNAL

Size: 16" x 14" x 3"

Dates: 1937 - -

Quantity: 4 volumes

File Arrangement: Chronological

Audit: Annual outside audit and State audit

This is a daily record of cash received and disbursed by the Treasurer showing the date, the payor or payee, the check or voucher number, the account debited or credited, and the amount. These entries are summarized in the Treasurer's monthly report to the Board of County Commissioners and the summary is posted to the General Ledger--a permanent record--in the Commissioners' office. However, since this journal is the final book of entry in the Treasurer's office, the following recommendation is made.

RECOMMENDATION: RETAIN PERMANENTLY.

2. TAX RECEIPTS JOURNAL

Size: 18" x 14" x 3"

Dates: 1912-1927, 1937 - -

Quantity: 7 volumes

File Arrangement: Chronological

Audit: Annual outside audit and State audit

The Tax Journal is a daily record of taxes collected showing the levy year, the date of payment, the payee, and the amount. This

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HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Journal is summarized in the Treasurer's monthly report to the Board of County Commissioners and that summary is posted to the General Ledger in the Commissioners' office.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p>3. <u>CHECK REGISTER</u></p> <p>Size: 18" x 20" x 2" Dates: 1955 - - Quantity: 1 volume Audit: Annual outside audit and State audit</p> <p>This is a daily record of cash disbursements showing the date, the payee, the check and voucher number, and the amount.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
	<p>4. <u>LEVY LIST</u></p> <p>Size: 10" x 13" x 2" Dates: 1793-1893 (incomplete) Quantity: 36 volumes File Arrangement: Chronological by district Index: Thumb index to name</p> <p>These lists were used to supply information in preparation of the annual levy by the Board of County Commissioners showing the district, the name of the person being assessed, and the amount of the assessment by type of real or personal property. This record was succeeded by the Levy Register (Item 5).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO THE HALL OF RECORDS.</p>	
	<p>5. <u>LEVY REGISTER</u></p> <p>Size: 12" x 18" x 2" Dates: 1915 - - Quantity: 1 volume Audit: Annual outside audit and State audit</p> <p>The Levy Register is a record of budget accounts, the estimated revenue assignable to each account, and the expenditures by accounts.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

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REQUEST FOR RECORDS RETENTION SCHEDULE
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5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

6. COUNTY PROPERTY PURCHASED AT TAX SALES

Size: 10" x 12" x 1"

Dates: 1928 - -

Quantity: 17 volumes

File Arrangement: By district

Audit: Annual outside audit and State audit

This record shows the name of the delinquent taxpayer and describes the property, and lists the years for which taxes are due, the liber and folio of the Assessment Book, the taxable basis and the amount of the tax, dates of notification and the date the property was purchased by the Board of County Commissioners.

RECOMMENDATION: RETAIN PERMANENTLY.

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